



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

4000

Ser N465/1U596326

1 November 2001

From: Head, Strategic Sourcing (OPNAV N465)

Subj: INHERENTLY GOVERNMENTAL AND COMMERCIAL ACTIVITY INVENTORY

1. The Office of Secretary of Defense (OSD) tasked the Navy to submit the annual Inherently Governmental and Commercial Activity manpower inventory report. N4, in coordination with N1 (NAVMAC), will prepare the report. In order to respond to this tasker, your data must be received by 15 February 2002. This allows NAVMAC and N465 minimal time to validate/compile the data and respond to questions found in the OSD tasker. Extensions beyond 15 February cannot be granted; early submissions will be greatly appreciated.
2. General guidance for preparing this annual update to the inventory was developed with input from representatives of the Claimants. It was posted to the N4 web site (<http://help.n4.hq.navy.mil>) and was forwarded by previous e-mail. NAVMAC will provide each Claimant with their specific data for update.
3. This year's guidance includes a complete set of the function coding protocols, therefore, it is even more important that position codes reflect what most closely matches the job being accomplished. The manpower mix criteria codes should then be assigned.
4. To ensure adherence to the Secretary of Defense's policy, Claimants should request their commanding officers validate their inventory prior to its submission. To expedite the reporting process, Claimants should encourage their activities to report their inventories electronically and transmit inventory data from the Claimants to NAVMAC as soon as it is accomplished.
5. Please ensure all reporting activities adhere rigorously to the reporting format and technical instructions specified. If there are questions or concerns, feel free to contact either Edward Purcell at (703) 601-1611, DSN 329-1611, e-mail: purcell.edward@hq.navy.mil or Dale Sigman at (703) 601-1643, DSN 329-1643, e-mail: sigman.dale@hq.navy.mil.

A handwritten signature in black ink, appearing to be "Frank Sowa", written over a horizontal line.

Frank Sowa

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